



TRANSFER/PROMOTIONAL OPPORTUNITY

WATER METER TECHNICIAN

(Milwaukee Water Works)

PURPOSE:

Throughout the area served by Milwaukee Water Works, the Water Meter Technician installs, removes, exchanges, tests, and performs service work on small water meters and the attached electronic transmitting devices in private residences, businesses, and the meter shop and assists large meter crews as directed.

ESSENTIAL FUNCTIONS:

- Performs water meter exchanges, installations, and repairs for small meters (from 5/8" to 2") in homes, businesses, and the meter shop. Installs, repairs, and replaces the electronic components of the water meters used in the automated meter reading system. Disassembles, cleans, repairs, tests, and certifies small water meters. Assembles, programs, and verifies the operation of meter dials and electronic transmitters. Installs emergency hose connections when required. Assists the Water Meter Specialist with the installation, removal, testing, and repair of compound, turbine, magi, and fire service meters as directed.
- Responds to and resolves customer complaints of low water pressure, no water, meter tampering, and meter leaks. Performs water turn-offs for non-compliance with repair or access orders. Performs service pipe thawing to restore water service when required.
- Communicates promptly and completely with office staff, the Water Control Center, Customer Service, and supervisors regarding investigation results, actions taken, and other information needed to determine the next course of action, if any. Thoroughly completes assigned paperwork, such as work orders, time sheets, and corrective action notices, and submits documents to supervisors in a timely manner.
- Performs duties as assigned (e.g., dispatcher, general maintenance), whether in the shop or in the field. Performs various inventory control tasks, including preparing meters for use in the field. Installs and inspects equipment and meters for hydrant use permits and verifies proper permitting. Reports any water theft as discovered to supervisors.

CONDITIONS OF EMPLOYMENT:

The Water Meter Technician must agree to the following conditions of employment: (a) must be willing to work an assigned work schedule (Mon-Fri or Tue-Sat, 8:00 a.m.-4:30 p.m. or 10:00 a.m.-6:30 p.m. or other shift as determined); (b) is subject to call-in for emergency overtime assignments for temporary water service needs; and (c) must be able to withstand all types of weather conditions.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM QUALIFICATIONS:

1. Current status and at least three months of experience as a regularly appointed City of Milwaukee employee.
2. Valid driver's license at time of appointment and throughout employment.
3. Successful completion of confined space entry training within six months of appointment.

DESIRABLE QUALIFICATIONS:

- High school diploma or GED.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Oral communication skills.

Water Meter Technician

- Customer service skills; ability to represent the City of Milwaukee positively and to interact with customers, including ones who are upset, in a tactful and professional manner.
- Mechanical ability; ability to work with wrenches, screw drivers, pliers, vice grips, hammers, and other specialty hand tools.
- Ability to transfer objects weighing 65 lbs or more, including the ability to lift and maneuver water meters from trucks and transfer them in and out of customers' basements. Ability to assist others with the handling of large, heavyweight meters that are transferred using mechanical assistance. Ability to lift and connect large hoses for temporary water service applications.
- Ability to climb up and down stairs and ladders and work in and around meter pits, crawl spaces, and other confined spaces.
- Ability to use a computer to enter and retrieve information.
- Ability to drive, navigate and read maps of Milwaukee, St. Francis, Greenfield, and Hales Corners and to locate addresses and travel efficiently from appointment to appointment on schedule.
- Ability to work independently, meet or exceed daily scheduled appointments, and manage multiple priorities during emergency conditions.
- Ability to perform all work assignments safely.
- Knowledge of plumbing and plumbing systems desirable.

CURRENT PAY RANGE (PG 251): \$38,258-\$44,407 annually.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related training, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the hiring department reserve the right to call only the most qualified candidates to oral, performance tests, or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

APPLICATION PROCEDURE:

1. Applications can be obtained from the City of Milwaukee, Department of Employee Relations, Room 706, City Hall, 200 E. Wells St, Milwaukee, WI 53202-3554, by calling (414) 286-3751, or by visiting our web site www.milwaukee.gov/jobs.
2. **Applications should be returned to Earl Smith, Water Business Manager, Milwaukee Water Works, Municipal Building, 841 N Broadway, Room 409, Milwaukee, WI 53202, by March 1, 2011. Receipt of applications may be discontinued at anytime after this date.**